

Application Number:	Date Filed:	Received By:	Total Fees:	Receipt Number:
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Subject Property Information

1. Street Address: _____
2. Parcel ID Number: _____ - _____
3. Township: _____

Description of Subject Property

4. Acres to be Rezoned: _____
5. Current Land Use: _____
6. Surrounding Land Use: North _____
South _____
East _____
West _____
7. Water Supply Source: ☐ Public (Central) ☐ Private (Onsite)
8. Sanitary Sewer Source: ☐ Public (Central) ☐ Private (Onsite)

Rezoning Request

9. Current Zoning: _____
Proposed Zoning: _____
10. Proposed Land Use: _____
11. Purpose for Request: _____

Applicant/Owner/Agent Information

12. Applicant Information: _____
Address: _____
Phone: _____ Fax: _____
Interest in Property: _____
Signature: _____
13. Property Owner: _____
Address: _____
Phone: _____ Fax: _____
Signature: _____
14. Agent Information: _____
Address: _____
Phone: _____ Fax: _____
Signature: _____

Applicant/Owner/Agent Information

I/we (applicant) _____ swear that I/we am/are the owners/lessees/optionees of land requested for rezoning and that the statements, information and exhibits attached are true and correct to the best of my/our knowledge.

Applicant Signature: _____
(required)

Date: _____

Property Owner Signature: _____
(required)

Subscribed and sworn to me in my presence and before me on this _____ day of _____
20 _____.

Notary Public Signature: _____

Rezoning/Text Amendment Application General Application Requirements

Any applicant who requests a zoning change is solely responsible for filing all materials required by the application in its entirety. Please consult with the Economic Development and Planning Department to obtain a copy of pertinent development standards prior to filing a rezoning request. An incomplete application will not be placed on an agenda until it is determined to be complete, having all relevant issues addressed in plan or text form.

Two (2) copies of each of the following items are required with each application:

1. The completed application form.
2. The notarized affidavit with current property owner signature.
3. Legal description of the property. Current property survey to include acreage, all bearings and distances, and referencing an established beginning point.
4. Location/Area map. Engineering base maps to scale (example: 1"=100') are required. You can obtain this information from the County Engineers Office, 19th Floor, 373 South High Street, 614.462.3030
5. **Applicants must submit the labels for abutting properties** (adjoining, contiguous property owners within 300 feet of the subject property), which include properties across the street, or across a creek or a railroad track. The list must be made from the County Auditors property maps via their website (www.co.franklin.oh.us/auditor/) or in person at, 20th Floor, 373 South High Street, 614.462.3200
6. All information that pertains to sanitary services and water supply must be provided. If services are to be provided by a private or public entity, a letter must be provided verifying that the services exist and that the applicant will have access to such services. If an on-lot septic system and/or well are proposed, information from the Franklin County Board of Health (or appropriate agency) must be provided.
7. **Filing fee: \$300 for the first acre, \$25 for each additional acre, and \$2.50 for each abutter to be notified. The maximum total fee is \$1,000.**
8. Any additional information or exhibits deemed necessary for proper consideration of the application.

Two (2) copies of the Development Plan are required with the following information:

1. Names of the applicant, architect, engineer and contractor with the respective addresses and phone numbers.
2. Street address of the subject property, the exact distance and direction to the nearest street intersection, and any other landmarks that would assist in locating and identifying the property.
3. Present zoning, existing use and proposed use.
4. Zoning and use of each adjacent property.
5. North arrow on the site plan.

6. Scale of drawing. Please use a suitable standard scale.
7. Dimensions and locations of:
 - Property lines on all sides,
 - All setback lines,
 - Existing and proposed buildings with size and height,
 - Dumpster locations,
 - Proposed curb cuts and sidewalk locations (if any),
 - Existing sidewalks, curbs, alleys, streets, and service or frontage roads,
 - Any property proposed for dedication or easement,
 - All easements, utility poles, fire hydrants, significant tree stands, and obstructions.
8. Parcel and building area in square feet.
9. Dimensions and location of existing and proposed parking and loading facilities, including but not limited to aisles, driveways, parking and loading stalls, entrances, exits, median strips, traffic islands, lighting, screening, fences, landscaping, greenbelts and signage.
10. Existing and proposed traffic circulation pattern.
11. Contour lines, soil types, and existing and proposed drainage facilities comprising the subject property.
12. Location and dimension of existing and proposed sanitary wastewater systems along with the location of existing and proposed water supply systems. A letter approving such systems is required from the appropriate health authority.

Note: When a planned district is requested, a development plan must be prepared by a registered architect, engineer, surveyor or landscape architect. Three (3) copies of said plan are required to be submitted. This plan is to demonstrate the engineering feasibility of the proposed project. Furthermore, a separate landscape plan is required and is to be completed and sealed by a professional landscape architect. The Rural Zoning Commission makes no exceptions to these requirements. All other issues in the performance standards must be addressed, even if they do not appear to pertain to your particular site.

Statement of Understanding

I/we have read and understand the requirements as listed above and I/we have met with the Technical Review Committee as required prior to the filing of this application.

Applicant Signature: _____

Date: _____